



**HOMELESS
PREVENTION**

Priority Application Form

www.waverley-housing.co.uk



To apply for Homelessness Prevention Priority, please complete the following details:-

APPLICATION No:

Name: _____

Address: _____

Email: _____ **Contact No:** _____

How long have you lived at this address? _____ years _____ months

If less than 12 months, what was your previous address?

Why did you leave this address?

Please provide details of why you are applying for a Priority Homeless Prevention Award:

Please provide proof of this by submitting a letter along with this application form, from your current Landlord, or in the case of relationship breakdown, your cohabitee, asking you to leave your current home and by when (date).

Please provide details of your current Landlord:

Name: _____

Address: _____

Email: _____ **Contact No:** _____

How many bedrooms does your current home have?

Double _____ Single _____

Who will be moving with you?

Name	Relationship to you	Sex	Date of Birth

Do you or anyone in the household require any type of support?

YES NO

If YES, please provide details:

Do you or anyone in the household have any health issues?

YES NO

If YES, please provide details:

General Data Protection Regulation

We collect personal information about you and members of your household when you or someone on your behalf applies for housing with Waverley Housing by completing our housing application form, and in any contact you have with us regarding your housing application. We will collect more personal information if you subsequently become a tenant of ours.

We also collect and share personal information about you from third parties, e.g. references from current and previous landlords on conduct of tenancies held by you.

We will only collect personal information which is necessary to enable us to process your housing application and to subsequently undertake and perform our obligations and duties to you in any subsequent tenancy agreement.

It is a legal requirement that we process data correctly; we must collect, handle and store personal information in accordance with the relevant legislation:-

- (a) the General Data Protection Regulation (EU) 2016/679 (“the GDPR”);
- (b) the Privacy and Electronic Communications (EC Directive) Regulations 2003 (as may be amended by the proposed Regulation on Privacy and Electronic Communications); and
- (c) any legislation that, in respect of the United Kingdom, replaces, or enacts into United Kingdom domestic law, the General Data Protection Regulation (EU) 2016/679, the proposed Regulation on Privacy and Electronic Communications or any other law relating to data protection, the processing of Personal Data and privacy as a consequence of the United Kingdom leaving the European Union.

Any personal data or sensitive personal data provided by you to us will be processed and held in accordance with the above legislation and will be used specifically for the purposes of processing your housing application onto our housing list and for managing any contract of tenancy with us thereafter. Our Privacy Policy and Fair Processing Notice explain further and are available on our website www.waverley-housing.co.uk/privacy-policy/

I confirm that the information given on this form is true.

Signed _____ **Date** _____
Main Applicant

Signed _____ **Date** _____
Joint Applicant (if applicable)

PLEASE TICK ALL AREAS YOU WOULD CONSIDER MOVING TO

* this means that we have very few homes in this area and therefore turnover will be minimal

Galashiels:

- Balmoral
- Beech Avenue (incl. Larch & Laurel Grove/Hawthorn Rd)
- Croft Street *
- Gala Park
- Glendinning/Halliburton
- Lower Langlee
- Torwoodlee
- Tweedbank
- Upper Langlee

Hawick:

- Allars Crescent
- Bonchester Bridge *
- Burnfoot
- Fisher Avenue
- Mayfield
- Newcastleton *
- Silverbuthall
- Stirches
- Stonefield
- Weensland
- West End

Jedburgh:

- Ancrum *
- Allerley Crescent *
- Blair Avenue
- Bongate *
- Bountrees
- Brewster Place
- Grieve Avenue/Lothian Road
- Hartrigge*
- Headrig*
- Howdens (Rd/Dr/Cresc)
- Howdenburn Court
- Priors Road/Meadow

Kelso:

- Croft Road
- Eschiehaugh*
- Golf Course
- Heiton
- Inchmyre
- Morebattle*
- Orchard Park
- The Linn
- Yetholm *

Other:

- Bowden*
- Earlston
- Heriot *
- Lauder *
- Melrose
- Newtown St Boswells
- St Boswells
- Selkirk
- Stow*

Please return this from to:

Waverley Housing, 51 North Bridge Street,
HAWICK TD9 9PX
T: (01450) 364200

Email: customerservices@waverley-housing.co.uk

If you consider yourself as homeless or threatened with homelessness within 56 days, you should contact Scottish Borders Council (SBC) for advice and information. You can access their homeless service directly at the address below or telephone them to arrange an appointment.

However, if you have been given notice by your current Landlord to leave the property, or have been asked to leave your home for any other reason, and the date you have been asked to leave by is more than 56 days, you can apply for a Bronze Homelessness Prevention Priority Award from Waverley Housing.

If you find yourself in this situation, please complete our Homelessness Prevention Priority Application Form and return to us as soon as possible so that we can assess your application and apply your award if you meet the criteria required.

To find out more, please telephone 01450 364200.

Scottish Borders Council

Homelessness Services, Paton Street GALASHIELS TD1 1AS

Contact details:

Tel (01896) 661 385 / www.scotborders.gov.uk

Office Hours:

Mon to Thurs 8.45am to 5pm

Fri 8.45am to 3.45pm